

Microsoft PowerPoint 2010- Illustrated

Unit C: Inserting Objects into a Presentation

Objectives

- Insert text from Microsoft Word
- Insert clip art
- Insert and style a picture
- Insert a text box

Objectives

- Insert a chart
- Enter and edit chart data
- Insert a table
- Insert and format WordArt

Inserting Text From Microsoft Word

- You can insert text into PowerPoint from word processing programs, like Microsoft Word
- Acceptable file formats include:
 - Microsoft Word format (.docx)
 - Rich Text Format (.rtf)
 - Plain text format (.txt)
 - HTML format (.htm)

Inserting Text From Microsoft Word

- PowerPoint preserves the formatting:
 - A Heading **1** style in Word becomes a slide title in PowerPoint
 - A Heading **2** style becomes the first level of text in a bulleted list
 - With plain text, PowerPoint creates an **outline** based on each paragraph

Inserting Text From Microsoft Word

- To insert text, click the Home tab on the Ribbon, click the New Slide button list arrow in the Slides group, then click Slides from Outline
- To insert slides from another presentation, click the New Slide button list arrow in the Slides group, then click Reuse Slides

Inserting Clip Art

- In PowerPoint you have access to a collection of assorted types of media clips.
- The types of clips include illustrations, called **clip art**, photographs, animations, videos, and sounds.

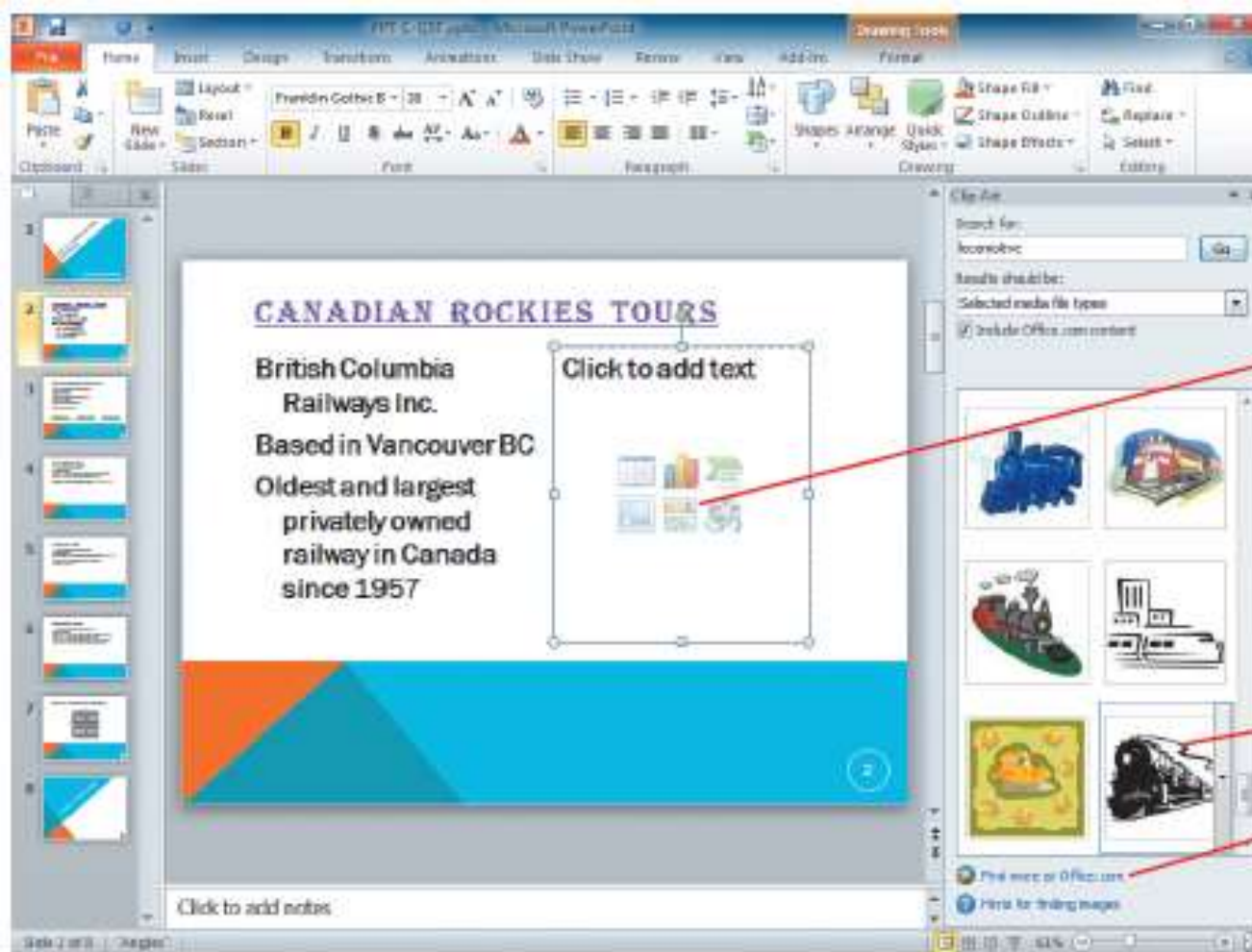
Inserting Clip Art

- Microsoft Office clip art is stored in the **Microsoft Clip Organizer** and is recognized using keywords
- The Clip Organizer is organized into folders called **collections** that you can customize by adding, moving, or deleting clips.

Inserting Clip Art

- To insert Clip Art, click the Clip Art icon in the Content placeholder
- The Clip Art task pane opens
- At the top of the task pane in the Search for text box, you enter a descriptive keyword to search for clips

Inserting Clip Art



Clip art icon

Select this clip

Click to view and download clips from the Office.com Web site

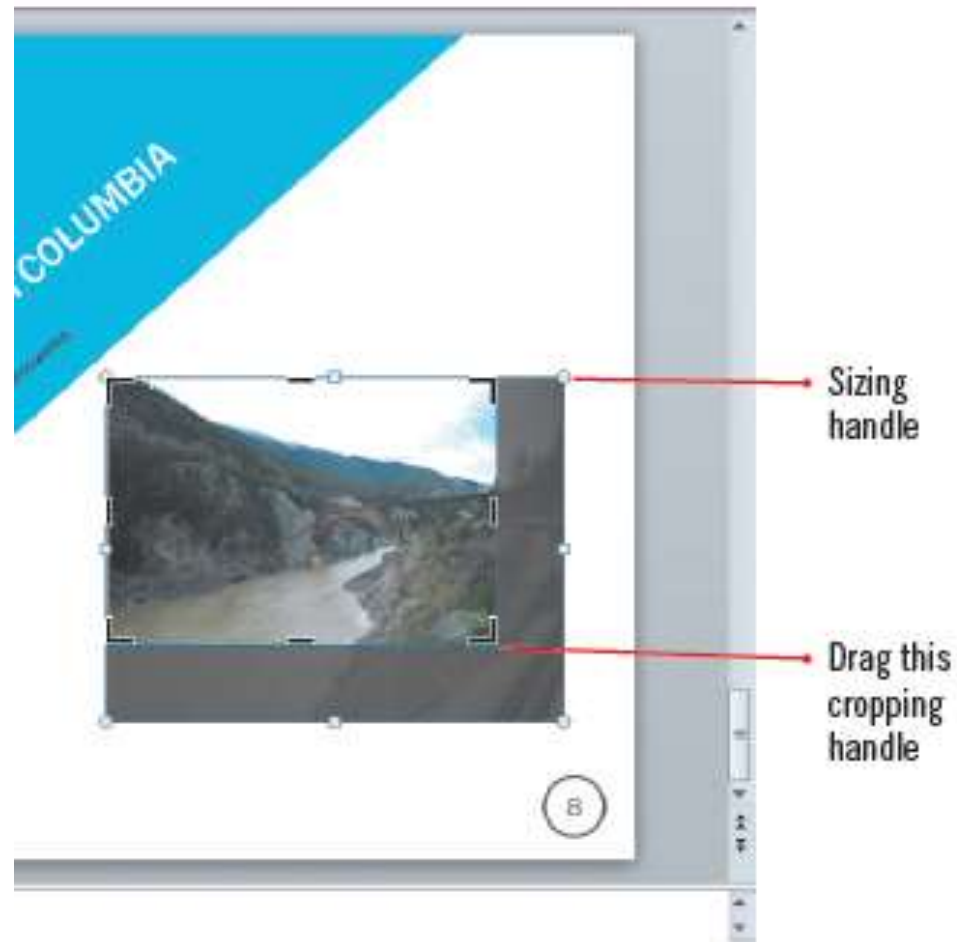
Inserting and Styling a Picture

- In PowerPoint, a **picture** is artwork created in another program and inserted into PowerPoint
 - digital photograph
 - a piece of line art or clip art
 - other artwork
- There are 14 types of picture **formats** that you can insert into PowerPoint, such as .jpeg and .bmp

Inserting and Styling a Picture

- You can hide a portion of the picture by **cropping** it
- To insert a picture, click the Picture button in the Images group on the **Insert** tab
- Click Picture icon in a content placeholder

Inserting and Styling a Picture



Inserting and Styling a Picture

- **Compressing** a picture changes the amount of **color** used in the picture with no loss of quality
 - By default, all inserted pictures in PowerPoint are automatically compressed using the settings in the PowerPoint Options dialog box

Inserting a Text Box

- Sometimes you need an extra text box in addition to the text box placeholders. There are two types: a text label and a word-processing box.
- To insert a text box, click the Text Box button in the Text group on the Insert tab

Inserting a Text Box



Inserting a Chart

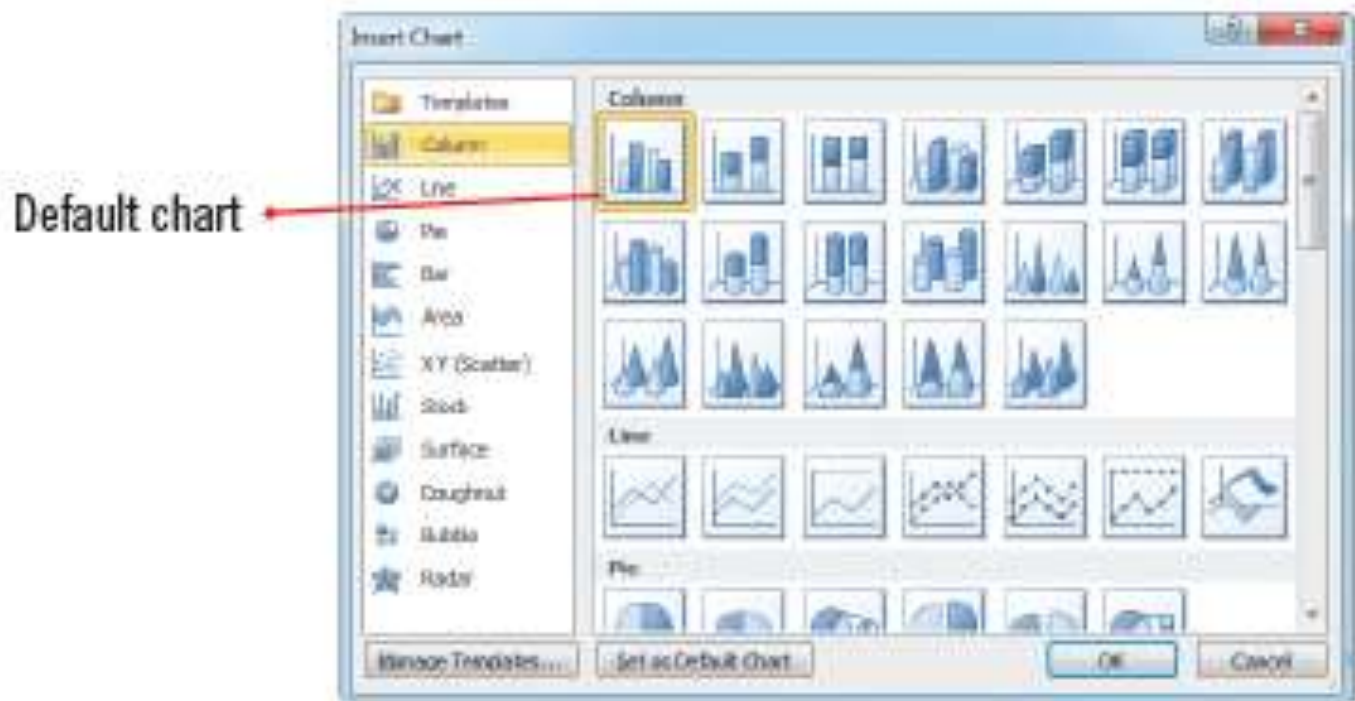
- Charts can be inserted using Microsoft Excel or Microsoft Graph
- A **chart** is the graphical representation of numerical data
 - To insert a chart, click the Insert Chart icon in the content placeholder

Insert Chart icon














Inserting a Chart

- Choose a chart type from the Insert Chart dialog box



Inserting a Chart

Types of Charts

chart type	icon looks like	use to
Column		Track values over time or across categories
Line		Track values over time
Pie		Compare individual values to the whole
Bar		Compare values in categories or over time
Area		Show contribution of each data series to the total over time
XY (Scatter)		Compare pairs of values
Stock		Show stock market information or scientific data
Surface		Show value trends across two dimensions
Doughnut		Compare individual values to the whole with multiple series
Bubble		Indicate relative size of data points
Radar		Show changes in values in relation to a center point

Inserting a Chart

- When you insert a chart object into PowerPoint, you are embedding it
- An **embedded object** is an object whose data source can be opened for editing purposes
- Changes you make to an embedded object in PowerPoint do not affect the data source

Inserting a Chart

- Excel opens the chart in a split window
 - PowerPoint window displays the chart
 - Excel window displays sample data in a worksheet

Inserting a Chart

Chart Tools Design tab

Data series marker

Inserted chart in PowerPoint

Excel window

Column heading

Cell

Data for the inserted chart

Active cell

Row heading

Resizing chart data ranges, drag lower right corner of range.

	Series 1	Series 2	Series 3
Category 1	4.5	2.4	2
Category 2	3.5	4.4	2
Category 3	3.5	1.8	3
Category 4	4.5	2.8	5

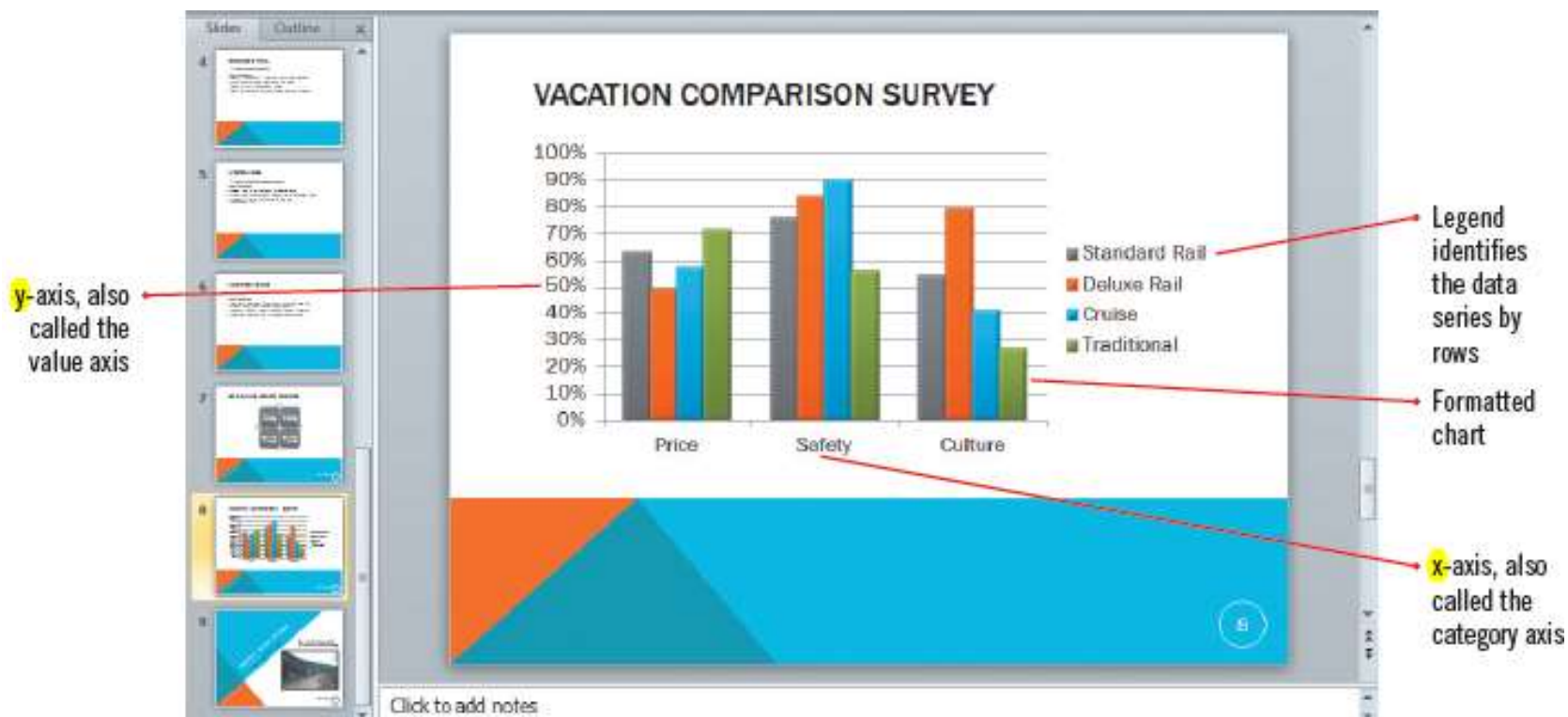
Entering and Editing Chart Data

- After you insert a chart into your presentation, you need to **replace** the sample data with the correct information.
- When you enter or import your own data, the chart is updated automatically in PowerPoint

Entering and Editing Chart Data

- To edit data, click the Edit Data button in the Data group on the Chart Tools Design tab
 - The y-axis is also referred to as the vertical axis or **value axis**, and the x-axis is also referred to as the horizontal axis or **category axis**

Entering and Editing Chart Data



Inserting a Table

- Use a **table** when you have information that would look best organized in rows and columns
- To insert a table, click the Table button in the Tables group on the Insert tab

Inserting a Table

- You can also click the Insert Table **icon** in the content placeholder
- Enter text in each cell, then press [Tab] to go to the next cell



Insert Table
icon

Inserting a Table

- Use the **Design** tab to apply color styles, change cell borders and add cell effects
- Use the **Layout** tab to add rows and columns to your table, adjust the size of cells, and align text in the cells

Inserting a Table



The screenshot shows a PowerPoint presentation window with a slide titled "SERVICE LEVELS AND PRICES". A new table has been inserted into the slide. A red arrow points to the table with the label "New table".

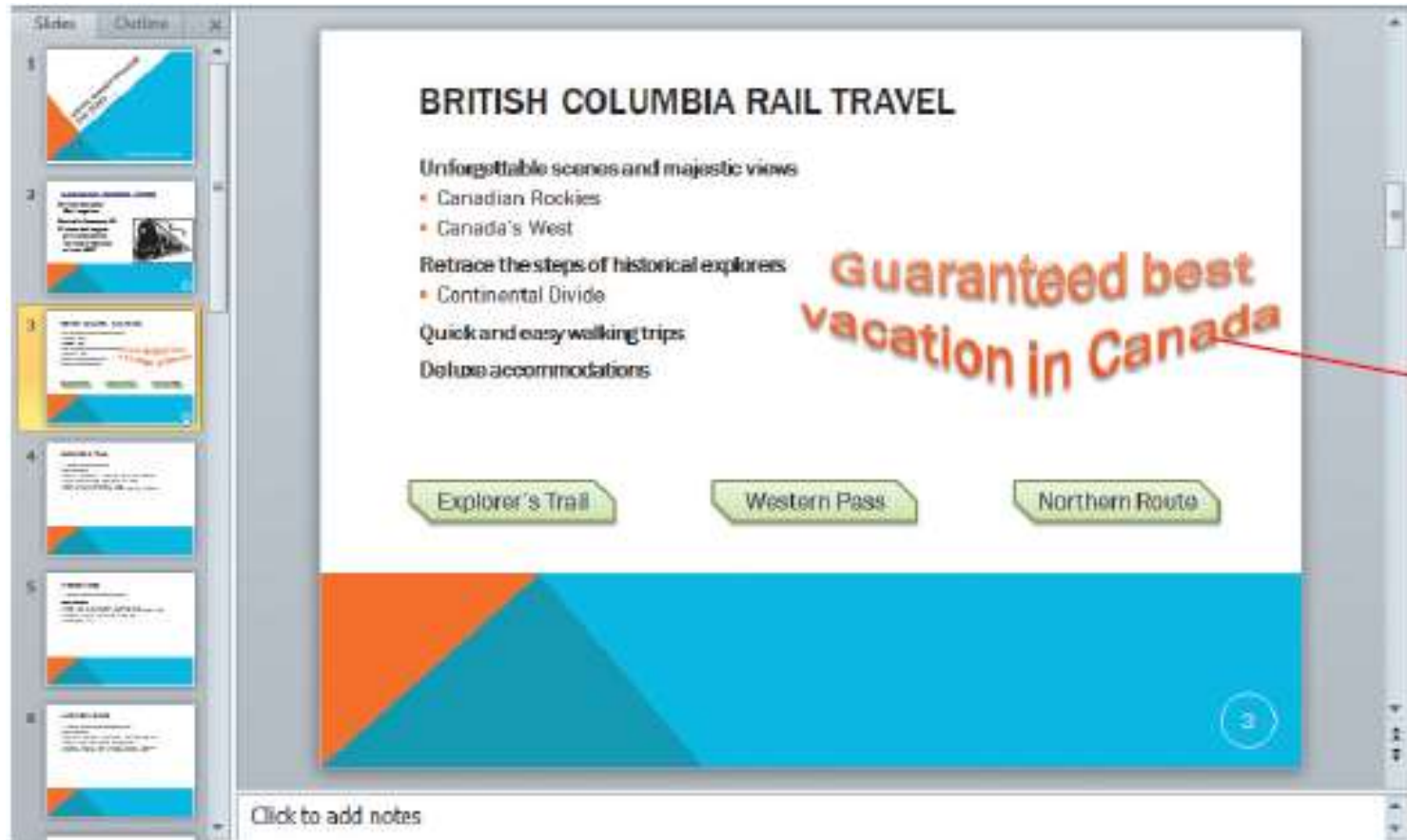
Classic	Deluxe	Exclusive	Royal
Economy Hotel	Standard Hotel	Deluxe Hotel	Superior Hotel
Single - \$1597	Single - \$1997	Single - \$2197	Single - \$2697
Double - \$2197	Double - \$2397	Double - \$2797	Double - \$3297
No Transfers	Includes Transfers Only	Includes Transfers & Fees	Includes Transfers & Fees

Click to add notes

Inserting and Formatting WordArt

- **WordArt** is a set of decorative text styles that you can apply to any text object
- Insert WordArt by clicking the WordArt button on the Text group
- You can apply WordArt to existing text or you can start from scratch

Inserting and Formatting WordArt



Summary

In this chapter you learned how to:

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